

**STEP 1- Set up FSA User ID:**

- Step by step instructions are available for setting up your FSA User ID at <https://studentaid.gov/>. If you are a dependent, a parent will also need to set up a FSA User ID to sign the FAFSA electronically.
- Your FSA User ID should be set up a minimum of three days prior to completing a FAFSA.
- Your FSA User ID allows you to:
  - View the status and results of FAFSA application on the FAFSA website.
  - Make corrections to your FAFSA online.
  - Access your Federal Student Financial Assistance information on the National Student Loan Data System (NSLDS) website.
  - Request a duplicate copy of your FAFSA Submission Summary.

**Once set up, you will use the same FSA User ID each time you complete a new**

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**STEP 2- Gather the information needed to complete your FAFSA:**

- Identify contributors. You will need SSN, date of birth and email addresses for each contributor.
  - Federal income tax forms (1040's & W2's) for you and your contributors (typically parents or spouse)  
**Note:** When beginning the application the form will alert you to the tax year needed.
  - Bank account balances, lists of stocks, bonds, and other assets, and both the estimated value and mortgage balance of your other real estate (please do not include your home).
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**STEP 3- File the Free Application for Federal Student Aid (FAFSA) when it opens:**

- To be considered for financial aid, all students must file the FAFSA. The online FAFSA is available at the [Department of Education website \(https://studentaid.gov\)](https://studentaid.gov/). There is no fee to apply online. This is a FREE service.

*\*\*Remember to include P&HCC's school code on the FAFSA. If you do not include our school code, we will not receive your application. Patrick & Henry Community College's school code is: **003751**.\*\**

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**STEP 4- What happens next?**

As the FAFSA processes, you will receive emails from the US Department of Education (DOE) keeping you informed of the status. Follow any instructions received from the DOE carefully and provide any missing information.

P&HCC will receive the information from the DOE provided P&HCC's school code is listed on the FAFSA and you have provided the same name, date of birth and SSN to P&HCC admissions.

Once P&HCC Financial Aid Office has received the FAFSA, the you will receive an updated eligibility statement in your Student Information System (SIS) message center. This statement will include instructions on how to view financial aid awards, verification requirements and other items needed to complete the aid review. You must satisfactorily complete all tasks in the To Do list for your aid to be awarded.

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**Need Assistance completing the FAFSA?**

The P&HCC Financial Aid Office offers one-on-one sessions to assist students with completion of the FAFSA.